

**California Emergency Management Agency (Cal-EMA)****Coastal Region**

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www.oes.ca.gov**Region II Mutual Aid Regional Advisory Committee (MARAC)****1300 Clay St., Ste. 400, Oakland Ca, 94612****Thursday, February 5, 2009****10:00 - 12:00****MEETING MINUTES****REGION II MARAC Members present:**

John Anderson	Cal-EMA Coastal Region, Chair
Cecile Rollinson	Cal-EMA Coastal Region
Jan McClennan	Alameda Op Area OES
Bill O'Callahan	San Mateo OP Area OES
Chris Godley	Marin Op Area OES
Miguel Grey	Santa Clara County OES
Susan Christensen	San Francisco Division of Emergency Management
Paul Horvat	Santa Cruz Op Area OES

Telecon and Video Conferencing:

Chris Boyer	Contra Costa Op Area OES
Sandy Covall-Alves	Sonoma County OES
Paul Ireland	Monterey Op Area OES
Jerry Wilson	Lake County OES
Fred Hoffstedder	Solano Op Area OES
Barbara Center	Region II RDMHS

Guests:

Sandra McKenzie	Cal-EMA Coastal Region
George Lowry	Cal-EMA Telecommunications Branch
Greg Smith	Cal-EMA, Coastal Region
Memoree McIntire	Cal-EMA, Coastal Region (Video Conference)
Lidia Armas	Cal-EMA, Individual Assistance
Roger Sigtermans	Cal-EMA, Coastal Region (Video Conference)
John Garrett	Cal-EMA, Training Division
David Kerlet	California National Guard
Chris Lam	DWR
Sean Mann	DWR-Flood Ops
Cap Pennel	ARES/ACS, Santa Cruz
Jim Wollbrinek	San Jose Water Company
Kathleen Crawford	City of Oakland OES

- **Introductions/Confirm Quorum**

Introductions were made and a quorum established.

- **Agenda Review and Approval of Previous Meeting Notes**

Agenda was reviewed for comments on additions or deletions. Discussions on “drought” and “Cal-volunteers” was added under ‘New Business’. Motion was made for approval of meeting notes from September 25, 2008. There was not a quorum during that time. The notes were approved by a consensus of those present.

- **SEMS Maintenance System Reports**

- **SEMS Advisory Board Report** – There was no update. The Region II representative was not notified of the meeting date. Moustafa will be notified that Chris Godley is the Region II representative to sit on the board.
- **SEMS Tech Committee Report** – Sandy Covall-Alves reported that the committee has not met in awhile, therefore, no updates to report at this time.
- **SEMS Specialist Committee Reports** – No reports at this time.
- **MARAC Subcommittee/Workgroups** – No subcommittees at this time. Jan McClellan, Doug and Bob Smiley will work on pulling something together.

- **Regional/State Reports**

- **Regional Administrator Report:**
Henry Renteria is working for the State's Chief Information Officer for the Governor's Office. Cal-EMA conducted an all-hands meeting to discuss the organization. Org charts are being developed and will be distributed when positions are confirmed. John discussed the appointments for that, which affects us. Steve Sellers has been appointed as Assistant Secretary over Preventions, Operations, and Recovery. Director of Regional Operation will be Scott Frizzi. Scott Frizzi came from Law Enforcement Victims Services (LEVS). The Director of Prevention and the State Warning Center is Bill Hipsley, formerly of OHS. The Director of Law Enforcement, Fire and Rescue, HazMat, Recovery and Logistics is Tom Maruyama. The Undersecretary is Frank McCarton. The Secretary (during the interim) is Matt Bettenhausen. The Assistant Secretary for Protection and Preparedness is Tina Curry. The Assistant Secretary for Training is Jim Meyers. The Assistant Secretary for Administration is Peggy Okabayashi. The regions will remain the same, however; the Secretary advised that there will be more focus on proving the regions with the resources necessary to better serve local governments.

The regional Budget Change Proposal (BCP) that was denied last year is back on line. Revisions were completed this morning. The proposal will be the same as last year. The BCP will request 19 positions for the three CalEMA regions, eight of which would be for Coastal Region. The new State Cal-EMA logo is forthcoming.

February 6th begins the first day of the state furlough program. The Coastal Region office will be closed on the 1st and 3rd Fridays of each month. Duty Officers will continue to work as scheduled. There will be exceptions to those who have pre-existing or critical meetings scheduled, duty, etc. Furlough days will be banked to be used within the next two years.

There will be a regional office however; we are planning on getting out of Oakland. The move will not take place in the immediate future since the BCP for the move last year was denied. They are considering other methods, such as a mobile EOC (RV) for the REOC, a smaller office for the administrative portion of the Coastal Region, and field staff could co-locate within the counties. This is only a proposal at this time and could take years to occur. The region has a generator and fuel tank to move prior to relocating.

- **Mutual Aid Coordinator:**

Law Enforcement: Charlie Simpson, Chief Law Enforcement Branch, has moved on leaving a vacancy in the chief's position. Deputy Law enforcement staff is currently filling in until he can be replaced. There are some law enforcement training opportunities available and open to emergency managers. The first training of the year is being hosted in Solano County. It is a course on Child Abduction and Special Searches. There is discussion of expanding the role of county volunteers to assist law enforcement with searches for missing persons that gain national attention. It would be good for emergency managers to learn where they would fit-in during large sustained operations involving missing children. These trainings are conducted yearly around the state. The training is free and for law enforcement is POST certified. There is additional training for Coroner's Mutual Aid, which ties into the RECP involving Mass Fatality. Bob Gerber is teaching the course and would potentially like to use the Alameda County Sheriff's OES facility as one of the locations. Both courses consist of a one-day, 8-hour long training.

- **Fire Coordinator – No report**

- **Telecommunications –** Historically OES/Cal-EMA have used a cadre of ACS volunteers during local and state disasters to assist with communications needs. We will be training ACS volunteers in Coastal Region to support the REOC during activations. We will offer them position training to assist and staff the REOC during sustained operations.

We are also looking at replacement of CESRS on the mountain top, and installing new equipment to interact with the CESARS.

Medical Health - Barbara Center (telecom) provided handouts that include the major program activity updates from State EMSA and State Public Health. There will be a Pandemic Flu Statewide exercise on June 18, 2009. An email was sent to the pan flu coordinators listing the perimeters for a TTEX, and action that the state would like to have take place prior to the June 18th exercise. A self assessment survey will be distributed to help identify gaps and assist with pan flu planning. State EMSA is providing a spreadsheet that will list the specifications necessary for setting up mobile field hospitals throughout the state. There will be a kick-off meeting today to address evacuation and transportation planning for special needs populations. The meeting will involve four counties (Sacramento, Kern, Del Norte, and Orange). More information will be provided following the meeting.

- **Regional Field Staff Reports:**

Roger provided information on new ESC map and assignments. We now have five people assigned to Op Area within the regions. Work with your ESCs and inform of all critical OA meetings, Disaster Councils, EMA, etc. Furlough may have impact on our attendance to OA meetings that take place on Fridays. We are willing to work around the furlough in order to be available for anything deemed critical. If you have any issues whether it is related to drought or other issues of concern, please bring that

issue to the attention of your assigned regional coordinator so that we may collectively decide on how best to address.

We spoke with our Cal-EMA Training and Exercise branch in regard to the GG '10 exercise. The exercise will focus on Ports. The meeting was positive and there was a clear understanding that we will not customize our response on trying to complete or exercise every component during the exercise. We will focus on certain tasks and capabilities that will be met within rational time-frames. We'll focus on the scenario with reasonable goals and objectives, which are yet to be developed. If you are an OA that contains a port keep in mind that the goal from the regions perspective is to keep the exercise focused with the hopes of having a good exercise. There is also discussion of having an EMMA Regional exercise. We'll be working with the OA s to determine what the exercise will look like.

Field staff will be participating in the committees as part of the Regional Catastrophic Program Grant Planning (RCPGP). Roger will be the exercise lead for the region. He'll be working on the GG '10 exercise, the EMMA regional exercise, and will work with the OAs to provide support in putting together exercises.

EMMA Project Update: There will be a work group meeting this afternoon to review and discuss the draft SOPs. We have already completed a review in inland region, and will be meeting with southern region to provide a review as well.

- **Op Area Reports (Emerging Issues, activations, activities, etc.)**
 - **San Francisco** – Recently completed the Treasure Island Response Operations plan with emphasis on island response operation. This will be posted on our web site. Will be facilitating annual functional exercise in April. This year the exercise will be based on terrorism. Will not activating for Chinese New Year.
 - **Santa Cruz – Trying** to put together an FTICP and we're looking at a consultant to do that. Trying to finish CDSS project that was started. We're about 1 ½ years into it. Trying to find someone to assist with completion by June. Stand alone website developed for the county (includes Disaster Council, calendaring, exercises, training, etc.). Working on 211 study to see if we can get that up and running and are trying to obtain funding options to do that. ARES participated in the weekly CESR net test with other counties. The web address is santacruzready.org.
 - **Santa Clara** – Recently underwent a department reorganization based on 7 strategic goal areas. Each employee will be focused more on strategic goals instead of having to do a little of everything. That will help us become more focused. Alert SCC is new countywide warning system that is being implemented. Recently completed initial training for county employees on the system. The COOP planning is in final stages. Will be wrapping up in the next couple of months. Just finished section alternate facilities and how to activate the plan. In process of integrating.
 - **San Mateo** – March 11, 2009 will conduct S/S exercise. This is a PUSH exercise conducted with Dept. of Health using area command and CERTS to practice pushing out drugs in event of major emergency or anthrax. We will exercise from morning to noon using the ECC. We have 3,500 CERTs in county. The SMC Alert system has about 10,000 contacts and is still growing. The contract with dialogic is completed and we are moving to another vendor. Tsunami siren project is almost completed. Will have all 9 sirens in place by the end of the week. Big focus on training of current EOC staff. Gearing up for ICS100, 700, 300 training. We'll have an ICS400 training next week. Recently got involved in economic urgency by using an IAP format as a way of training key county staff in order to train them in recovery operations.

- **Marin** – They're attempting to focus now on some internal program refinement. We have struggled over the years with all missions that have come their way, especially post-9/11. We are working on simple tool that will allow us to look at all our programs and projects in a prioritized fashion. It will include the status of each program so that we receive an entire spread of what we should be doing with our emergency management program, what the status is, and where the gaps are all included on document. I have one person working on this, and will brief it at the CESA workshop next month. Many of us are struggling with the all the things coming our way especially now that we're starting to get some peripheral missions like budget emergencies. Kern County declared a Fiscal Emergency day before yesterday, which has the same statutory authority as a declaration of disaster. We think this will come our way as well. The tool will be a good way of prioritizing our efforts and determining what we can and cannot do and where the gaps are. We've completed upgrade of internal programs in the office including professional development work, internal staff communications work. There is a WETA stake holder meeting on Feb. 11th. They are writing a regional plan that will govern how ferries will be used during an emergency in the bay area. In coordination with Sonoma County we'll be hosting a Drought Workshop in March (date TBD) to assist in defining the role of OES at local government during drought situations. Marin OES will be hosting a Finance Section Training in coordination with CESA June 22-23rd. Mike Martina will deliver the training. Later that week, he will conduct the same training for Ray Rearden. The training will be open to everyone.
- **Alameda – Last** Monday we had a TT EX with our emergency volunteers that focused on communications flow. Used the EQ exercise at day one, day two and day five in coordination with cities and County Human Resources Dept. The exercise got a lot of people talking, but identified the need for training due to turnover rates. Will be conducting a shelter exercise where county Social Services groups will set-up shelter in unincorporated county area. In contact with City-watch for IMT training. Alco Public Health will conduct a Pan Flu exercise in March.
- **Co. Co. Co.** – One year contract to update LHMP. Two year contract to develop EQ plan for County which includes all the cities. Have a vendor on board and will start the project in two weeks. Embarking on two-year bi-annual update of the EOP and liked the Marin model. County announced the 26 of 27 labor contracts are up for negotiation at this moment, and county just announced that there will be a 7% pay-cut. CAO and Sherriff have suspended all Disaster Council meetings going forward. Announced a subscription cellular warning system service which enable public to go onto Community Warning System web site, enter zip code any cities you would like to receive emergency notification and it will send messages to your cell phone. Started working with the Delta Protection Commission (SB27) and beginning a regional planning effort in the delta for disaster management in coordination with San Joaquin, Sacramento and Yolo. In the middle of planning two full-function shelter exercises to include people with functional disabilities. Medical Health: Drive-thru 12,000 people were vaccinated with flu vaccine last month. S&S planning continues.
- **Monterey** – Completed a major Winter Storm Preparedness Plan based on impacts the Complex fire area. Plan good for five years. Budget analysis being conducted, looking at potential for 20% cut to OES. County authorized a hiring freeze. (transmission not clear)
- **Lake** – In coordination with County Health, completing C&S functional exercise on the Feb. 6th.
- **Solano** – VTC, Fred Hofstadter, and round of budget planning cycle for year 09/10 with cuts being taken. Provided Logistic Section training to Napa County, which was well received. They will conduct internal county training for EOC sections this summer.

- **Humboldt** – (Roger for Humboldt) Humboldt, Del Norte and Mendocino will collectively be participating in an EAS exercise on March 25th. They are building up to a functional exercise on May 13th. There are a number of trainings and orientations scheduled in preparation for those events.
- **Del Norte** – (Roger for Del Norte) The county will be participating along with Inland and Southern counties (Orange, Kern, Sacramento) in evacuation, transportation and people with disabilities planning project over next few months to be finalized in June. Kick-off meeting is this afternoon. Given the spectrum of counties, should be something we all can use as model.
- **San Benito** – (Roger) The County is in the process of getting a new ESC.
- **Sonoma** – Due to Tsunami exercise taking place in northern counties (Roger mentioned), we are expecting to receive some spillover of public information. For those who have TV on without sound, it will read “Tsunami Warning”. They are working with first responders and media stations to inform the public that this is only an exercise. Sonoma is working on Tsunami Plan. Maps just received from Cal-EMA. We are looking at working with our public works, transportation and Caltrans to get signage established. We are having a workshop with first responders and a tabletop to validate the plan. Working with county departments on COOP planning, and are going to the board for approval on a contract to have a consultant work with law enforcement on COOP planning. We are concerned with drought and its affects. We were one of the pilot county’s selected for people with disabilities and elderly planning. Due to lack of funding from the state, each county had option of whether to continue. Sonoma will continue with the plan that is in final phases, and will conduct an exercise to validate the plan.
- **COAC** – Monthly conference call was conducted in January, and with that some of issues are Cal Volunteers and how that’s going to affect the Op Areas. We are asking them to define the program. Chris Godley is the region rep that sits on the committee to work with their upper management on defining the program and see how that’s going to affect us. With budget constraints and staff, getting that extra work put on us. The COAC sent an email to Steve Sellers outlining some of the issues. One issue was short meeting notifications coming from Cal-EMA. This makes it difficult for us to send staff to these meeting with such short notice. We are requesting that Cal-EMA send a “Save this date” type of notification to inform us well before hand prior to calendars being filled. The other issue is our work-load. At the CESA COAC last year, we met with Steve and discussed the importance of quality, not quantity of programs. It was surprising to see this year’s EMPG, which contains a wide list of programs for us to focus on. The majority of OA s off-set the EMPG money with staff costs. It is difficult to quantify where the funds are going. Those were some of concerns we sent to Steven. Email was sent to Steven at 07:00 am. His response was that he will be working with the COAC and on OA issues, and Scott Frizzie will address the regional issues. OA issues are not really regional. Cecile provided that OAs should continue to provide issues to their regional coordinator so that they can push this message up through the region. This would have additional impact as well. .

- **Old Business**

- **MARAC Bi-Laws-Discussion** – The Bi-Laws established to govern how the committee operates within the SEMS guidelines. The Bi-laws were developed to flush-out some of the details that were not in the SEMS guidelines. The Bi-laws are approved by the MARAC, and then forwarded to the SEMS Advisory Board for formal approval regarding the committee’s membership. We are adding a school representative and ARC representative. It was suggested that on page 1, Item ‘C’, the MARAC member to serve as vice-chair should be the Deputy Regional Administrator, which would be a non-voting member. Committee discussed amending the Bi-Laws in regard to

committee membership and which disciplines should or should not be considered voting members. Under 'Membership, Part III, Item 'A', the regional mutual aid coordinator, emergency management local function is not represented at this time. This needs to be addressed with HQ in order to formalize the system. In terms of "medical mutual aid" representation, this should either be taken out, or add a clause which states that a medical representative will be appointed once the mutual aid system is formalized. Discussion centered around whether the school and ARC representative may better serve on a sub-committee as apposed to the MARAC. Currently there is no standing regional committee that these disciplines can plug into, and MARAC may be the forum. MARAC is not an emergency planning group. A school rep and ARC could participate on the committee by providing technical expertise, but not as voting member. The MARAC will appoint a schools rep or ARC rep as nonvoting members. Chris suggested that **Under Section III. Insert a new Item 'B'**, which states, *"The MARAC shall appoint nonvoting members as needed and as available to include jurisdictions and agencies such as school representative, ARC, etc."* and adjust Item 'A' to reflect 25 voting members as apposed to 27. In addition, we could add that Coastal staff will make a concerted effort to get school rep and ARC reps to the MARAC. On page 3, Parliamentary Authority, issue of quorum has already been decided as OA representatives only. Motion was made to accept the amendment. Approval granted.

Section II. Officers and Duties, Item 'C' to be modified to read, "The Deputy Regional Administrator shall serve as Vice-Chair." Motion was made to approve. Approval granted.

Section IV. Meetings, Item 'I', should be modified to add , *"One member **shall notify the chair** to extend proxy rights to another member for the purpose of voting..."* Motion made for approval. Approval granted.

Section VII. Item 'A', **no changes** however, keep in mind that the region is left out, as the chair does not sit on the SEMS Advisory Board. The chair sits on the SEMS Technical Group. All concurred. We need representation as regional administrator to sit on the SEMS Advisory Board. Chris Godley will present that issue at the next meeting.

Motion was made for MARAC to formerly request that the SEMS Advisory Board modify its current membership to include the regional administrator, or designee from the three Cal-EMA regions. This request should be made on MARAC letterhead. Motion for approval was made. Approval granted.

Section V. in regard to last sentence, "and speakers", ensure that speakers are well chosen to address items significant to the committee.

A motion to approve all revisions to the Bi-Laws was approved. Formal approval was granted by a consensus of all present.

- **New Business**

- **Drought Workshop** - Marin trying determine what role and mission in regard to drought response. What is OES' role is coordinating drought response and recovery efforts. There are very few working on drought issues at emergency management level at this point. So Cal has already been addressing this issue. We need to have a forum to discuss defining roles, missions and best practices for dealing with drought. Public has been calling and asking questions. Marin would like to work with stakeholders on how to respond to a drought emergency. We expect a wide range of media coverage, and

trigger on water conservations. Next year is really the issue. If reservoirs are run dry this year, it will cause a catastrophic impact on water next year. Long term threats could impact water supplies to hospitals, and fire response. Governor will probably declare a state of emergency due to drought impacts. If so, does that mean we can apply for CDAA monies? Workshop will provide opportunity to address questions and discuss ideas on how to deal with drought situations. Cal-EMA may have a PA/IA person available to address questions regarding CDAA funding. The workshop could serve as model for remaining counties as well.

- **DWR** - Provided that reservoir storage as of Jan. '09 was at 70% of average. Statewide snowpack as of Jan. '09 is about 8", which is at 72% of normal. We're looking at a dry spring, La Nina affect. Hand-outs were provided as reference. Website for DWR www.water.ca.gov/drought/

Cal volunteers – There were Issues and questions on how Cal volunteers will be working with the region. We will talking with Cal volunteers to find out how that will occur and will address as an action item.

Round Robin

- **Cal-EMA IA** – Lidia provided hand-outs on the SBA/USDA Decs on what CalEMA have been doing from past to present. IA has hired two additional staff. Lidia is regional IA rep for coastal.
- **Chris Godley, Marin OES**– The Local Government on Scene Coordinator (LGOSC) was approved by the SF Bay Delta Area Planning Committee. That will write that in and interim guideline will be written so that we may select a representative.
- **Jim Wollbrinek, San Jose WC** – Started planning for CESA 2010 conference that will take place in Coastal. Looking at Portola Hotel in Monterey as location. Looking for local and state to assist with planning. In coordination with mass prophy planning, we are looking at plan to address distribution of potable water.
- **John Garrett**- Formerly OHS, now Cal EMA is training coordinator for the Region. Have business cards for questions on training. Can email me as well. Free DHS state approved training. Please contact me for questions on out-of-state vendors, etc.
- **City of Oakland** – City of Oakland activated twice in January for the civil unrest due to the BART shooting situation. 70% of those arrested are from out of town. Have been successful at keeping high profile people (Al Sharp ton) away from rallies. We don't want to appear vulnerable as result of losing police chief. We are being careful during transition. The emergency management office lost three positions. The office lost 37% of its staff. We are hoping to make up for this with the RCPGP. City of Oakland is under mandatory shut-down days. Thirteen days from July to January '10. Doing several exercises such as shelter exercise in April, emergent volunteer exercise in May, and working closely with the county on mass prophy countywide SUASI exercise, which will be held March 24th at the coliseum.

- **Set Agenda for next meeting/time and location**

The next MARAC Region II meeting will be conducted on (survey monkey). A date will be surveyed and selected. Time will be 10:00 am. Location, Coastal REOC.

- **Adjourn**

The meeting was adjourned at approx. 12:15 pm

Action Items:

- Moustafa will be notified that Chris Godley is the Region II representative to sit on the board.
- Look into addressing drought issues.
- Look at how Cal volunteers will be working with local and state government within the region.
- MARAC Bi-Laws / Under "Membership, Part III, Item 'A' ", the regional mutual aid coordinator, emergency management local function is not represented. Need to address with HQ management to formalize the system.
- MARAC Bi-Laws / Under "Membership, Part III, Item 'A' ", the Medical Mutual Aid position should either be removed, or there be a clause which states ***"medical representative shall be appointed once the mutual aid system is formalized."***
- Amend Bi-Laws Section III, Item 'B' to read, ***"The MARAC shall appoint nonvoting members as Needed and as available to include jurisdictions and agencies such as school representative, ARC, etc"***.
- Adjust Item 'A' to reflect 25 voting members as apposed to 27 striking out emergency management coordinator, schools representative and ARC.
- Section II. Officers and Duties, amend Item 'C' to read, ***"The Deputy Regional Administrator shall serve as Vice-Chair"***.
- Section IV., Meetings, Item 'I', should be modified to add ***"shall notify the chair"***.
- MARAC to formerly request that the SEMS Advisory Board modify its current membership to include the Regional administrator, or designee from the three Cal-EMA regions. This request should be made on MARAC letterhead.